

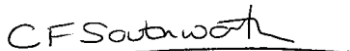


## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Personnel Committee will be held on Thursday 13<sup>th</sup> June 2024 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint to which all members of this Committee are summoned to attend.

### AGENDA

- 1. Apologies for absence.**
- 2. Declarations of interest relating to items on the Agenda.**
- 3. Minutes of the previous meeting.**  
Minutes of the previous Personnel Committee meeting held on Thursday 7<sup>th</sup> March 2024 and any matters arising.
- 4. Council Staffing.**  
**Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will leave the meeting for any confidential discussions.**
  - Organisational structure and design. Staff training, completed and forthcoming, including Health & Safety. Training log for employees, Members and volunteers.
  - Human Resources and Personnel matters, including any recruitment of employees.
  - Update following Library and Community Hub review.
  - Internship opportunity, work experience opportunities.
- 5. To consider Policies referred to this Committee**
  - a) Review Terms of Reference Personnel Committee (as previously approved).
  - b) Review 'Model Contract of Employment' for local councils (Clerk to report).
  - c) Dignity at work (Bullying and Harassment Policy) (as circulated).
  - d) Pay and Conditions Policy (to follow).
- 6. To consider the Council Risk Management**
  - a) Budget Variance – Personnel Committee responsibilities (April 2024 Budget Variance, as circulated).
  - b) Overtime.
- 7. Items Referred to this Committee** a) None.
- 8. Correspondence** a) None.
- 9. Climate Emergency Action Plan** a) To consider the actions relating to this Committee.
- 10. Date of next meeting.** Thursday 12<sup>th</sup> September 2024.
- 11. Any Business that has been disclosed to the Chairman and members prior to the meeting.**



Mrs C F Southworth Cert (HE), BA (Hons), FSLCC  
Town Clerk and RFO

Friday 7<sup>th</sup> June 2024